



Office of the City Clerk

Weekly Report – for Week Ending December 30, 2016

OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

Elections

Staff is preparing for the Write-In Candidate filing process for the March 7, 2017 Primary Nominating Election. Filing begins on Monday, January 9, 2017 and ends on Tuesday, February 21, 2017.

Business Improvement Districts

The Fashion District celebrated its 20th Anniversary.

Staff continued to review BID Annual Planning Reports submitted for review.

Systems

Staff is preparing for the semi-annual system disaster recovery exercise. Testing scenarios will simulate a complete power outage at City Hall and restore to full service from a replicated data source located at the Piper Tech building.

Administrative Services

Fiscal – Staff submitted a revised budget package to the CAO's Office to reallocate an Accounting Clerk position authority to a Senior Accountant I and completed a fund reconciliation report of all 15 Real Property Trust Funds.

Neighborhood Council Funding Program - Eight Neighborhood Councils' Funds remain frozen for not submitting their annual budgets. Watts Neighborhood Council is now compliant with all Funding Program rules, and their funds are now unfrozen. There are 68 Neighborhood Councils missing 3 or more Monthly Expenditure Reports in the current Budget Fiscal Year, and staff is conducting outreach to Department of Neighborhood Empowerment Field Staff and Neighborhood Council Treasurers to collect the missing reports.

Administrative Services – The City Clerk's Department Emergency Plan has been updated to reflect proposed changes from EMD which include new cyber security information.

Upcoming

The NC Funding Program team continues to work toward the January 17, 2017 deadline for the 2016 Tax (1099) Preparation Project for NCs.

The City Clerk is scheduled to hold its Employee Recognition Ceremony in January 2017 recognizing employee performance, perfect attendance and City service milestones for 2015 and 2016.

Happy New Year!